

# City of Cody, Wyoming



## Development Manual

**Revised November 2010**

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# **DEVELOPMENT MANUAL**

Prepared for  
The City of Cody,

Planning, Zoning and Adjustment Board  
Cody, Wyoming  
Revised November 2010

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# CONTENTS

<b>Development Manual</b>	<b>Page</b>
Introduction.....	1
What is the Development Manual and How Does it Work?.....	2
Who is on the City’s Development Review Team?.....	2
Development and Building Permit Review Process Flow Chart.....	3
<b>Section 1 – Procedures and Processes</b>	
Developer’s Checklist.....	4
Special Service Agencies.....	5
City Utility Fee Schedule.....	6
Processes:	
“A” Building Permit .....	10
“B” Landscape, Architectural & Sign Plan.....	11
“C” Zoning Change.....	12
“D” Conditional Use Permit .....	13
“E” Special Exemptions.....	14
“F” Zoning Variance.....	15
“G” Subdivision.....	16
“H” Minor Subdivision .....	17
“T” Planned Unit Development .....	18
“J” Mobile Home Park Permit .....	19
“K” Sign Permit .....	20
Special Areas .....	21
“L” Historic Central Business District.....	22
“M” Trees in Public Right-Of-Way .....	23
<b>Section 2-Development Standards</b>	
Parking, Streets .....	24
Water System .....	26
Sewer System.....	28
Zoning.....	29
<b>Section 3-Development Guidelines</b>	
Introduction.....	37
Site Design and Improvements .....	37
Building Design .....	39
Landscaping .....	40
Lighting.....	41
Signage.....	41
Land Use .....	42
Parks (City of Cody Tree Partner Application pg. 48) .....	42
Subdivisions and Streets .....	43
Boundary Line Adjustments .....	45
<b>Section 4-Building Department Guidelines .....</b>	<b>47</b>

# THE DEVELOPMENT MANUAL

## PROCEDURE, STANDARDS AND GUIDELINES FOR LAND DEVELOPMENT AND BUILDING IN THE CITY OF CODY

### INTRODUCTION

#### THE ESTABLISHMENT OF PROCEDURES, STANDARDS AND GUIDELINES

Public awareness of the physical condition and aesthetic quality of the community has increased over the years in Cody. As demonstrated by the recent historic preservation efforts and overall enhancement of the Central Business District and preparation of the Cody Master Plan in 1997, Cody citizens have expressed a clear desire to identify, maintain, and enhance those qualities that make their community special. In response, the City of Cody has established procedures, site development guidelines and standards to ensure quality development and to increase public participation in the design and physical development of the community. A site development review checklist for landscape, architectural and sign plans may be found on the city website or at the engineering office and is utilized to examine such issues as code compliance, the compatibility of new development to surrounding property and neighborhoods, the quality of a proposed building design and aesthetic impacts. The City of Cody uses the checklist as a tool to assist in evaluating the appropriateness of proposed development projects, zoning and variance requests, subdivisions, sign and building permits.

#### THE DEVELOPMENT MANUAL

Application for subdivision approval, sign permits, building permits, zoning changes and landscaping in the public right-of-way are subject to the procedures, guidelines and standards in the Development Manual. The intent of the Manual is to provide **guidance** to the City of Cody, ideas to the developer, and to offer a consistent standard for evaluating each development proposal. For the majority of projects, the Development Manual provides the necessary tools to ensure code compliance, site compatibility, quality design and consistent process. The Development Manual is **not** to be construed as a replacement for City of Cody Ordinances or as a comprehensive listing of all Ordinances or their requirements, but is to be used as a tool to facilitate the development process.

*The importance of the Development Manual is to ensure that each proposal receives comparable treatment consistent with the goals of the City of Cody. The manual enables an applicant to incorporate design related issues in the conceptual stages. The manual does not dictate a specific style or design approach, but rather encourages design compatibility with the surrounding uses, development and the overall character of the Cody community.*

## **What is the Development Manual?**

The Development Manual is a digest of the procedures and requirements for building and developing in Cody. The manual is designed to give a clear and concise overview of how development processes work and what steps and information are involved in these processes.

The Development Manual is divided into three sections:

1. Procedures and Processes - page 4
2. Development Standards - page 24
3. Development Guidelines - page 37

**Section One**, Procedures and Processes, describes the steps that must be followed, required and suggested meetings or hearings and the regulatory agencies or individuals that must be involved to successfully and efficiently complete a development process with the City of Cody.

**Section Two** presents development requirements and standards of the City of Cody.

**Section Three** presents guidelines relating to development and construction in the Cody area. This is intended to provide to a developer or applicant the expectations of quality and desired character of development.

## **How does the Development Manual work?**

The following illustrates how to use this manual:

Turn to page 4 and read the “Developers Checklist”. Place a checkmark in any number of boxes which represent the permitting process(es) which are of concern to your project. Note the page number adjacent to the checked box.

Turn to page 10. Familiarize yourself with the basic permitting processes of the City. See how your needs fit into the process or if your needs are more specialized. If you are developing in the Central Business District, or other special areas, turn to page 21 for further information.

Turn to page or pages which have the procedure or process that you need. Use your checklist sheet as a ready reference system. Follow each process step by step, noting your responsibility as an applicant and the responsibilities of the processing agency.

Additionally, the address and phone number of the “first step” agency is given below the process title. Other service agencies you may need to contact are listed on page 5. Use this information to initiate your application or to seek additional information.

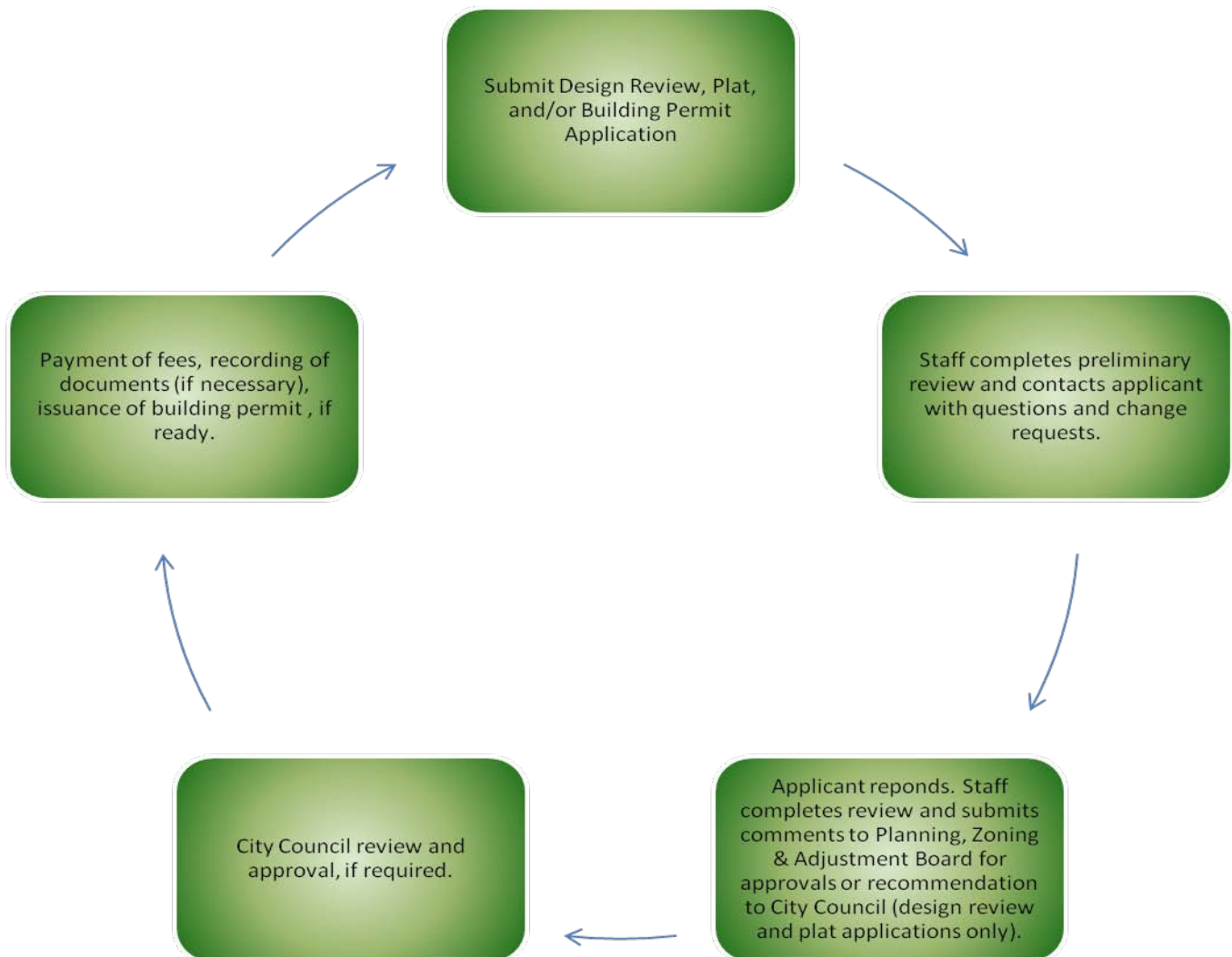
## **Who is on the City’s Development Review Team?**

The City’s development review team consists of the following departments:

- Planning Department – responsible for reviewing land use, zoning and subdivision code compliance, and coordinating other city division reviews and comments including water, waste water, electric, solid waste, streets, and engineering.
- Building Department – responsible for reviewing building construction for compliance with the International Code Council requirements, Americans with Disabilities Act requirements, and coordinating fire district reviews and comments.

## **Development Review and Building Permit Review Process Flow Chart**

This chart depicts the flow of review events for building applications which require such review. Should an application be submitted for a single family dwelling renovation, remodel, addition or new construction, the Building Department only would review the document for IBC code compliance.



## SECTION 1 - PROCEDURES AND PROCESSES

### DEVELOPER'S CHECKLIST –

#### GENERAL PROCESSES AND STANDARDS

<b>If you are contemplating any new construction or major development, or major alteration to an existing building, you will need to secure one or more of the following applications. All applications for projects listed below may be obtained at the engineering office or from the city website (<a href="http://www.cityofcody-wv.gov">www.cityofcody-wv.gov</a>) on the Planning and Zoning page or the Public Works then Building page.</b>	<b>Check Appropriate Box</b>
<b>A</b> STANDARD BUILDING PERMIT	
<b>B</b> LANDSCAPE, ARCHITECTURAL & SIGN PLANS	
<b>C</b> ZONE CHANGE REQUEST	
<b>D</b> CONDITIONAL USE PERMIT	
<b>E</b> SPECIAL EXEMPTION PERMIT	
<b>F</b> ZONING VARIANCE	
<b>G</b> APPROVAL OF A SUBDIVISION	
<b>H</b> APPROVAL OF A MINOR SUBDIVISION	
<b>I</b> APPROVAL OF PLANNED UNIT DEVELOPMENT	
<b>J</b> MOBILE HOME PARK PERMIT	
<b>K</b> SIGN PERMIT	

#### SPECIAL AREAS PROCESSES

<b>If you are contemplating any new construction or major development, or major alteration to an existing building, you will need to secure one or more of the following.</b>	<b>Check Appropriate Box</b>
<b>L</b> DOWNTOWN CODY HISTORIC DISTRICT (DOWNTOWN ARCHITECTURAL DISTRICT)	
<b>M</b> TREES AND LANDSCAPE IN PUBLIC RIGHT-OF-WAY	
<b>If you are contemplating any new construction or major development, or major alteration to an existing building, you will need to secure one or more of the following.</b>	<b>Check Appropriate Box</b>
<b>1</b> SEWERAGE, WATER AND DRAINAGE	
<b>2</b> CUT/EXCAVATION PERMITS, STREET, PARKING	
<b>3</b> ZONING, LAND USE	

If you are uncertain as to which checklist items you may need, contact the Planning Department, Engineering Technician or the Building Department at City Hall (307)527-7511.



## SPECIAL SERVICE AGENCIES

### 1. **Sewerage, and Water**

Any project that significantly increases the demand for sewerage, water, and facilities; and any project that needs to alter or connect into existing systems, please contact:

#### **Treated & Raw Water & Sewerage**

Water & Wastewater Supervisor  
Public Works Director  
Cody City Hall  
1338 Rumsey Avenue  
(307)527-7511  
Fax: (307)527-6532  
[www.cityofcody-wy.gov](http://www.cityofcody-wy.gov)

#### **Rural Water**

Northwest Rural Water District  
919 13<sup>th</sup> Street  
Cody, WY 82414  
(307)527-4426

### 2. **Electric, Gas, Broadband, Telephone**

Any project that increases the demand for utility services or facilities; or impacts, or proposes modification to the City's street and roadway system, please contact:

#### **Broadband Provider**

Bresnan Communications  
2432 Sheridan Ave.  
Cody, WY 82414  
(307)587-2219

#### **Broadband Provider**

TCT  
405 S. 4<sup>th</sup> Street  
Basin, WY 82410  
(307) 568-3357

#### **Electric Services**

Electrical Supervisor  
Public Works Director  
Cody City Hall  
1338 Rumsey Avenue  
(307)527-7511  
Fax: (307)527-6532

#### **Natural Gas**

Energy West WY  
2320 Mountain View Dr.  
Cody, WY 82414  
(307)587-4281

#### **Telephone**

Qwest  
614 14<sup>th</sup> Street  
Cody, WY 82414  
(800)244-1111

### 3. **Trees in the Public Right-of-Way**

For any work that impacts any trees or vegetation within the public right-of-way, please contact:

Director of Parks and Public Facilities  
Cody Recreation Center  
1402 Heart Mountain Street  
Cody, WY 82414  
(307)527-0400, Fax: (307)587-2565  
[www.cityofcody-wy.gov](http://www.cityofcody-wy.gov)

### 4. **Streets, Curb, Gutter, Sidewalk, & Drainage**

For any work that impacts any streets, curb, gutter, drainage or sidewalks or proposed modification to the City's street and roadway system please Contact:

Street Supervisor  
Public Works Shop  
120 19<sup>th</sup> Street  
Cody, WY 82414  
(307)587-2958  
Fax: (307)527-7349  
[www.cityofcody-wy.gov](http://www.cityofcody-wy.gov)

Applications for Street Cut Permits are available at:  
City Hall  
1338 Rumsey Avenue  
Cody, WY 82414  
(307) 527-7511  
Fax: (307) 527-6532  
[www.cityofcody-wy.gov](http://www.cityofcody-wy.gov)

**FEES CHARGED FOR ORIGINAL CONNECTION TO CITY UTILITIES**  
**October 2009**

**A Utility Permit is required any time someone desires to connect to city sewer, water, raw water or electrical services.**

**WATER SYSTEM**    Municipal Code: Title 8, Chapter 2

**Fees:**        Upon application and payment of all fees, the City Water Supervisor may approve a water main tap. Taps are ¾" or 1" copper or Drisco pipe to the curb or to a point 12' outside the lot line. (Section 8-2-6)

**Outside City Limits:**

For water service outside of the City limits, application and design and engineering data must be submitted to the Public Works Director for review. Approval for water service outside the city limits is granted by the City Council.

Tap fees and hookup charges for users outside of the City limits shall be one and one-half times the rates of city residents. In addition, owners shall pay for any extension, if required, of the water main.

The owner of any land outside the City limits filing application to use or extend a water tap purchased prior to July, 1977 shall consent to his/her property being included in any future annexation involving the same.

**Water Tap Fees:**

- ° ¾"-inch: \$1,000.00 plus the current rate for patching any existing pavement, curb, gutter or sidewalk.
- ° 1-inch:     \$1,100.00 plus the current rate for patching any existing pavement, curb, gutter or sidewalk.

When a larger pipe than one-inch (1") inside measurement is demanded, or a further distance than sixty-two feet (62') from the water main is required, or double tapping of the main, the cost shall be increased by the Public Works Director to such amount as is required to defray the actual costs of materials and installation.

<b>Water Hookup Fees</b>		
Service Type	In City	Outside City
Single family dwelling	\$600.00	\$900.00
Multi-family, Apartments, Motels, etc.		
First 2 units	\$500.00/unit	\$750.00/unit
3 <sup>rd</sup> through 10 <sup>th</sup> units	\$200.00/unit	\$300.00/unit
11 <sup>th</sup> unit and up	\$100.00/unit	\$150.00/unit
All others	\$600.00	\$900.00

<b>Raw Water Fees</b>		
Line Size	Tap Fee	System Investment Fee
¾" line	\$300.00	\$200.00
1" line	\$300.00	\$400.00
1 ½" line	\$300.00	\$800.00
2" line	\$300.00	\$1,400.00
2 ½" line	\$300.00	\$2,200.00
3" line	\$300.00	\$3,200.00
4" line	\$300.00	\$5,600.00

**SEWER SYSTEM** - Municipal Code: Title 8, Chapter 3

1. A Utility Permit application must be submitted to the City and approved by the Building Official:
  - a. To connect to the public sewer system.
  - b. For residential property located outside the City limits an engineering analysis of receiving line capacity must be submitted to the Public Works Director.
  - c. For non-residential property an engineering analysis of the expected effluent must be submitted to the Public Work Director.
2. All costs for connecting to City sewer shall be paid by the applicant.

**Sewer Tap Fees:**

- ° None, the tap is made by a plumber at the customer's expense.

**Line Assessment Charges:**

- ° Line assessment charges apply for both water and sewer. In some instances these charges have been assessed through a special improvement district and others will be charged at the time of permitting.
- ° Line Assessment Charges vary (See Building Official for applicable fees).

<b>Sewer Plant Investment Fees (Section 8-3-2)</b>	
Use	Fee
Residential within City limits	\$500.00 per unit
Residential outside City limits	\$750.00 per unit
Lift station required	Additional \$150.00
All Others: - Inside City limits - Outside City limits	\$500.00 for each 5,000 gallons of estimated water usage. \$750.00 for each 5,000 gallons of estimated water usage. Additional \$150.00 will be required for each five thousand gallons of estimated water usage per month if the property served requires the use of an existing sewer lift station and the property served is outside the established lift station boundaries.

**NOTES:**

1. For properties outside the City limits a waiver of protest of any further annexation must be executed by the owner prior to sewer connection. (1960 Comp. Ords., § 13-101; Ord. 77-6; Ord. 87-8, § 1; Ord. 96-2, § 1.)
2. Privies, vaults, and cess pools are not allowed whenever connection to a City sewer is available.

**Sewer Use Fees:**

Minimum Monthly Charges			
\$7.02	for	¾"	meter
\$14.04	for	1"	meter
\$28.08	for	1 ½"	meter
\$49.14	for	2"	meter
\$112.32	for	3"	meter
\$196.50	for	4"	meter
\$422.63	for	6"	meter

Plus \$1.84 per thousand (1,000) gallons per month of water metered.

For those entities or persons connected to the sanitary sewer system, but not receiving water from the City water system, the charge shall be \$16.22 per month.

**ELECTRICAL SYSTEM** – Municipal Code: Title 8, Chapter 1

For developer and City cost sharing requirements: Please see “Electrical Distribution Standards” and “Customer Service Drop Policy Manual.”

The Public Works Director or his/her designee shall recommend to the Administrative Services Director the rate classification for new commercial customers requesting electrical service, based on the customer’s energy and demand requirements.

**Primary Extensions and Subdivision Development:**

The City of Cody requires all new subdivisions and/or commercial developments to be constructed utilizing underground electrical distribution systems unless reasons exist making the use of underground power lines unreasonable. If a development project requires the extension of the City’s primary electrical power lines to reach the development property, the full cost of that extension shall be born by the developer requiring the extension. The electric distribution lines installed within the boundaries of the project shall be installed as follows:

1. System Design Procedures – The City of Cody’s Electrical Services Division shall be provided a copy of the preliminary plat for the subdivision or development so that the City’s electrical engineer can design the distribution system needed to supply the project. The developer shall incorporate the City’s electrical system design into the final plat of the development.
2. Developer Fees – The City shall provide an estimate of the total project material cost to the developer based on the final plat. The developer shall submit 75% of this amount to the City prior to

final approval of the project. Prices on this estimate shall reflect material and equipment costs at the time the estimate is prepared. Any subsequent material cost increases shall be reflected in the final as-built invoice.

3. Developer Responsibilities – The developer shall provide and install all conduit for the project, including excavation, padding and backfill of utility trenches. The labor and equipment charges for this installation shall be born entirely by the developer. The developer shall invoice the City for 25% of the conduit costs. The developer’s contractor shall (at its expense) install all City supplied transformer ground sleeves, vault ground sleeves, secondary pedestals, ground rods and streetlight bases during the conduit installation phase of the project. Conduit provided by the developer shall meet City specifications. These specifications are outlined in the City’s “Electrical Standards and Service Drop Policy Manual.”
4. City Responsibilities – Without charge to the developer, the City shall install all primary and secondary power cable, all transformers and vaults and all streetlight poles and luminaires. The City will order and supply all electrical material and equipment other than conduit.
5. Project Completion – Upon completion of the project, the City’s electrical engineer shall produce and invoice using as-built figures giving the actual cost of the project. If the as-built price is higher than the original estimate, the difference shall be billed to the developer. If the as-built price is lower than the original estimate, the City shall refund the difference to the developer.
  - Residential Customers: Underground service laterals (200 amps and below) first 125 feet will be installed at no charge. Additional lengths will be installed at a cost to the owner/developer of \$6.00 per foot.
  - Commercial Customers: Development costs: Please see “1” above.

**The following charges apply to all levels of service in addition to any other charges.**

Connection and Reconnection Charge: Normal Office Hours (7:30 a.m. to 5:00 p.m.) Other than Normal Office Hours	\$25.00 \$110.00
Trouble Calls on Customer-Owned Equipment: Normal Office Hours (7:30 a.m. to 5:00 p.m.) Other than Normal Office Hours (for first two hours, actual labor costs for work in excess of two hours)	No Charge \$110.00
Temporary Service Connection: Single Phase and Three Phase	\$105.00
Returned Check Charge:	\$30.00
Utility/Meter Deposit: Residential Commercial	\$100.00 \$200.00
Meter Testing: Testing of meter more than once at customer’s request in a twelve month period, where meter is found to be accurate within two percent.	\$50.00

<b>PROCESS “A”</b> <b>STANDARD BUILDING PERMIT</b> All applicants are urged to review building requirements with the Building and Planning Department prior to substantial investment in plans and specifications.			<b>Contact: Building Department</b> <b>City of Cody</b> <b>1338 Rumsey Avenue</b> <b>(307)527-7511</b> <a href="http://www.cityofcody-wy.gov">www.cityofcody-wy.gov</a>
STEP		APPLICANT	PROCESSING AGENCY
1	Review Requirements	Make appointment with Building and Planning Department to review Building Codes and Zoning requirements. Applicable Codes: International Building Codes International Fire Code (Fire Marshal) International Mechanical Code International Plumbing Code International Sign Code International Residential Code International Fuel Gas Code National Electrical Code Uniform Code for Abatement of Dangerous Building City Zoning Ordinances (including signage) City Parking Ordinances & Tree Ordinance	Building and Planning Department will determine if project can be built under existing Ordinances and Building Department will enumerate the Building Code requirements.  Review of plan by Fire Marshal for compliance with the International Fire Code.
2	Special Permits	If project is located in the Airport Overlay Zone or Central Business District, a special evaluation is required. The applicant must contact the appropriate agency.	Building Department refers applicant to appropriate agency for special evaluation before building permit application is received. Airport Overlay Zone requires Conditional Use Permit from P& Z Board and City Council. Downtown Cody Historic District requires review by the Planning, Zoning and Adjustment Board. Contact the Public Works Department.
3	Building Permit Application	Apply to Building Department for a permit. Submit plans. Pay fee. Permits for mechanical, electrical work and utility (sewer and water hookups) are required. Line assessment fees may be required for sewer and water lines which cross or front the property. Any work within a public right-of-way also requires a cut/excavation permit. For commercial projects submit landscape plan and landscape bond agreement to the Planning, Zoning and Adjustment Board.	Building Department reviews plans for code and ordinance compliance.  Planning Department prepares initial analysis of site plan and develops package for the Planning, Zoning and Adjustment Board.
4	Plan Review	Pay Fees	Review plans for compliance with Building Codes and applicable standards.
5	Modification to Plans	If plans do not comply with applicable codes, applicant will be requested to modify plans.	Building Department details necessary changes.
6	Work Authorization	Pick up building permit from Building Department at City Hall.	Building Department notifies all applicant(s) when Building Code requirements are met and issues permit.
7	Building Permit	Submit building permit application and construction drawings for code compliance review by Building Department.	Building Department to review plans or existing structure(s) to ensure code compliance prior to permit issuance and occupancy.

<b>PROCESS “B” LANDSCAPE, ARCHITETURAL &amp; SIGN PLAN</b>			<b>Contact: Planning Department City of Cody 1338 Rumsey Avenue (307)527-7511 <a href="http://www.cityofcody-wy.gov">www.cityofcody-wy.gov</a></b>
A commercial site development application is required for landscaping, architectural & sign plans. All applications must be reviewed by the Planning Department and/or Planning Zoning and Adjustment Board prior to building permit issuance.			
STEP		APPLICANT	PROCESSING AGENCY
1	Application for Commercial Site Development Application for Landscaping, Architectural & Sign Plans	Submit application with required documentation to Planning Department. Pay review fees.	Planning Department prepares initial analysis of site plan and develops package for the Planning, Zoning and Adjustment Board.
2	Discussion	Attend meeting with Planning Department and Building Department as necessary.	Review of all materials. Determination of review by Planning, Zoning and Adjustment Board.
3	Planning, Zoning and Adjustment Board Review	Attend meeting of Planning, Zoning and Adjustment Board to address any concerns.	Planning, Zoning and Adjustment Board approves application.
4	Building Permit Application	Submit building permit application and construction drawings for code compliance review by Building Department.	Building Department issues building permit if all requirements are met.





<b>PROCESS “D” CONDITIONAL USE</b>			<b>Contact: Planning Department City of Cody 1338 Rumsey Avenue (307)527-7511 <a href="http://www.cityofcody-wy.gov">www.cityofcody-wy.gov</a></b>
The purpose of a conditional use permit is to assure that the maximum degree of land use compatibility shall be attained in the airport overlay zone, to minimize noise impacts of aircraft, and to provide for the protection of public safety and welfare. Approved conditional use permit allows the applicant to carry out only those aspects of the plan approved by the Airport Board, Planning, Zoning and Adjustment Board and the City Council. When considering an application for conditional use the Planning, Zoning and Adjustment Board and City Council shall consider the applicable standards, including the airport obstruction regulations and may impose specific conditions precedent to establishing the use. Conditions are identified in section 10-14-1F of the City Municipal Code.			
STEP		APPLICANT	PROCESSING AGENCY
1	Contact Airport Board and inform them of your project	Write a letter to the Airport Board describing your project/proposal.  Receive recommendation from Yellowstone Airport Board.	Yellowstone Regional Airport
2	Application with Planning, Zoning and Adjustment Board	Consult with Planning Department. Submits application forms, site plans and recommendation from the Airport. Pays Fees.	Planning Department receives application, site plan(s), and determines fees completeness of application.
3	Planning, Zoning and Adjustment Board Meeting       Recommendation to City Council.	Submits any additional information required and attends public meeting to present reasons for request and to answer questions.  Applicant prepares and submits a legal advertisement to be printed	Planning Department prepares initial analysis of proposal. Planning, Zoning and Adjustment Board schedules a Public Hearing date and directs the Planning Department to review the advertising of a public notice.  Request additional detailed information if necessary.  Board conducts a public meeting. Comments of Airport Board and other agencies reviewed. Prepares final analysis, makes recommendation and submits report to City Council. Schedules a Public Hearing Date.
5	City Council Public Hearing and Decision	Attends City Council meeting and presents reasons for request and to answer questions.	City Council holds public hearing and reviews recommendation from the board. Grants approval, denial or modified approval.
6	Plan Revision if necessary	Revised final site plan in conformance with Council Decision.	Planning, Zoning and Adjustment Board, Planning Department, and Building Department review revised plan to insure conformity with Council Decision.
7	Conditional Use Permit issued	No action required.	Conditional Use Permit issued and Building Permit process (Process A) is entered as Step 3

<b>PROCESS “E” SPECIAL EXEMPTION PERMIT</b>		<b>Contact: Planning Department City of Cody 1338 Rumsey Avenue (307)527-7511 <a href="http://www.cityofcody-wy.gov">www.cityofcody-wy.gov</a></b>	
<p>A Special Exemption Permit was designed to provide some flexibility in the zoning code to meet special needs of an applicant without requiring them to provide proof of hardship. Structures and uses that are essential or desirable for the welfare of the city and not incompatible with other uses in the zoning district or neighborhood are eligible for Special Exemption. Approval Standards are as follows: The special exemption will not produce an undesirable change in the character of the neighborhood or detriment to nearby properties. The special exemption is designed to be compatible with adjacent land uses and the area or neighborhood. The special exemption is the minimum deviation from the specification of the Zoning Ordinance necessary and adequate for the proposed activity, structure or use. The benefit sought by the applicant to pursue, other than special exemption. Adequate services and infrastructure are or will be available to serve the proposed activity, structure or use. The special exemption is consistent with the goals, policies and future land use map of the Master Plan. (Municipal Code: Title 10, Chapter 14)</p>			
STEP		APPLICANT	PROCESSING AGENCY
1	Applicant Submits required documents to the Public Works Department	Complete Application Submittal. Applicant should supply a description of the proposed use or project. A plot plan showing the major details of the proposal such as location of buildings and structures, parking areas, means of vehicular access, signs, landscaping, fencing and screening, easements, utilities, and pedestrian areas. Application also includes proof of Notice to Neighboring Properties at least 10 days prior to the public hearing. The Applicant shall notify by certified mail all property owners within 140 feet of the perimeter of the subject property. Set Public Hearing and advertise the public hearing in a local newspaper 10 days prior to the public hearing.	Planning Department receives application, site plan(s), and determines fees and completeness of application. Planning Department prepares initial analysis of proposal.
2	Planning, Zoning and Adjustment Board Meeting  Decision	Submit any additional information required and attends public meetings to present reasons for request and to answer questions	Board conducts public meeting. Prepares final analysis, makes recommendation.  Request additional detailed information if necessary.
3	Special Exemption Permit	Special exemption shall be recorded in the Office of the Park County Clerk at the expense of the applicant within 10 days of the granting of the Special Exemption.	The Planning, Zoning and Adjustment Board’s decision shall be set forth in the board’s minutes, specifying the name of the Applicant, property address and legal description, exact nature of the special exemption, and any added conditions, modifications, requirements or limitations.
4	Building Permit	Submit building permit application and construction drawings for code compliance review by Building Department.	Building Department to review plans or existing structure(s) to ensure code compliance prior to permit issuance and occupancy.

<b>PROCESS “F” ZONING VARIANCE</b>			<b>Contact: Planning Department City of Cody 1338 Rumsey Avenue (307)527-7511 <a href="http://www.cityofcody-wy.gov">www.cityofcody-wy.gov</a></b>
The purpose of the “Variance” provision allows applicant to apply for relief from the requirements of the Zoning Regulations when unnecessary hardship or practical difficulty exists. The Planning, Zoning and Adjustment Board may authorize a Variance in conformance with the general purpose and intent of the Zoning Regulations. (Municipal Code : Title 10, Chapter 2)			
STEP		APPLICANT	PROCESSING AGENCY
1	Apply for variance through the Planning, Zoning and Adjustment Board	Upon denial of Building Permit, the applicant may prepare a Plot Plan and detailed letter describing need for a variance. Pay Fees.	Planning Department reviews proposal and defines the variance being requested.
2	Applicant Submits required documents to the Public Works Department	Files request for variance with the Planning Department. 12 copies of the following are required. 1. Plot Plan 2. Hardship letter 3. Abutting property owner’s addresses	Planning Department places request for variance on agenda for next Planning, Zoning and Adjustment Board meeting not later than four weeks following the application.
3	Planning, Zoning and Adjustment Board Meeting 2 <sup>nd</sup> and 4 <sup>th</sup> Tues. of each Month.	States hardship and reasons for variance to Planning, Zoning and Adjustment Board members. The Planning, Zoning and Adjustment Board will usually require the applicant to get the opinion of the adjacent property owners.	Planning, Zoning and Adjustment Board can act directly on application if there are special circumstances or conditions applying to the land or building for which variance is requested and if strict application of city municipal code would deprive the applicant of the reasonable use of their land. If both of these cases are not pertinent to the variance request then Board may only act as a recommending body to the Council. Recommendation and minutes are passed onto the Council for their review and action.
4	Public Meeting of the City Council. Council meetings are held on the 1 <sup>st</sup> and 3 <sup>rd</sup> Tues. of each Month	States hardship and reasons for variance to the City Council.	Action by City Council. Decision must be on grounds that variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare. A majority vote of members of the Planning, Zoning and Adjustment Board is necessary. Recommendation is forwarded to City Council for decision. City Council votes to grant or deny variance.
5	Building Permit (If necessary)	Submit building permit application and construction drawings for code compliance review by Building Department.	Building Department to review plans or existing structure(s) to ensure code compliance prior to permit issuance and occupancy.

<b>PROCESS “G” SUBDIVISION</b>			<b>Contact: Planning Department City of Cody 1338 Rumsey Avenue (307)527-7511 <a href="http://www.cityofcody-wy.gov">www.cityofcody-wy.gov</a></b>
Procedure for subdivision approval and/or the development of new streets. (Municipal Code: Title 11)			
STEP		APPLICANT	PROCESSING AGENCY
1	Initial contact with City	Submits following to Planning Department: a) letter of request from record owners b) prints of conceptual plan and vicinity map.	Planning Department explains requirements and procedures.
2	Preliminary meetings with city staff and P&Z Board	Attends meetings with all applicable departments and submits 12 copies of Conceptual Plat to P&Z Board. Purpose of meetings with Depts. and Board is to explain proposed subdivision and to receive input and concerns of city.	Meeting(s) to be scheduled with Planning Department and P&Z Board to discuss conceptual plat. Board may approve, modify, or deny Conceptual Plat.
3	Official Filing City Review of Preliminary Plat to P&Z Board	Attends meeting of P&Z Board. Submits 12 copies of Preliminary Plat and Supplemental Information; at least 4 weeks prior to next P&Z Board meeting.	Planning, Zoning and Adjustment Board may approve, modify, or deny preliminary plat. Recommendation sent to City Council.
4	Preliminary Plat to City Council	Attends City Council meeting and answers pertinent questions.	Forward to City Council recommendations made by the P&Z Board. City Council may approve, conditionally approve or deny the Preliminary Plat.
5	Final Plat Submittal to P&Z Board	Within one year of Preliminary Plat approval, submit 12 copies of Final Plat with Supplemental Information to P&Z Board.	Planning Department sets agenda for P&Z Board to review Final Plat. Board reviews Final Plat, drainage, utility company comments and water rights information. P&Z Board may approve, modify, or deny Final Plat. Recommendation sent to City Council.
6	Final Plat submittal to City Council	Attends meeting of City Council. Submit Final Plat with Supplemental Information to City Council. Pay Fees.	City Council reviews recommendation of Board and listens to applicant and staff comments. Council action. Council may approve, modify, or deny Final Plat.
7	Record Final Plat at County Clerk’s Office	Records approved plat in the County Clerk’s office within 100 days of final approval or approval is void.	County Clerk enters new subdivision into records.
8	Public Work Office	Records approved plat in the County Clerk’s office within 100 days of final approval or approval is void. Bring back a recorded Mylar to the Public Works Director.	Planning Department confirms it has been filed at the courthouse and keeps with City Records.
9.	Concurrent review of building construction plans in preparation of building permit issuance and construction is possible. If this is not possible, applicant must submit for building permit review and permit issuance prior to commencing construction.		

<b>PROCESS “H” MINOR SUBDIVISION</b>		<b>Contact: Planning Department City of Cody 1338 Rumsey Avenue (307)527-7511 <a href="http://www.cityofcody-wv.gov">www.cityofcody-wv.gov</a></b>	
Any subdivision that the Planning, Zoning and Adjustment Board has determined shall facilitate isolated infill development within municipal boundaries and either (1) revises the plat affecting not more than five lots previously created by said, or (2) creates 5 or fewer lots without requiring the creation of any new streets or the extension of water and sewer utilities or any new public improvements. (Municipal Code: Title 11)			
STEP		APPLICANT	PROCESSING AGENCY
1	Initial Contact with the Planning Department	Submits following to Planning Department: Preliminary Plat	Planning Department explains requirements and procedures.
2	Preliminary meetings with City Staff and Planning, Zoning and Adjustment Board	Attends meetings with all applicable departments and submits 12 copies of Conceptual Plat to P&Z Board. Purpose of meetings with Departments and Board is to explain proposed subdivision and to receive input and concerns of city.	Meeting(s) to be scheduled with Planning Department and P&Z Board to discuss conceptual plat. Board may approve, modify, or deny the Conceptual Plat.
3	Official Filing City Review of Preliminary Plat to Planning, Zoning and Adjustment Board	Attends meeting of P&Z Board. Submits 12 copies of Preliminary Plat and Supplemental information; at least 4 weeks prior to next Planning, Zoning and Adjustment Board meeting.	P&Z Board may approve, modify, or deny preliminary plat. Recommendation sent to City Council.
4	Preliminary Plat to City Council	Submit Preliminary Plat with pertinent information of adjoining property owners and attends meeting to explain and answer questions.	City Council may approve, conditionally approve or de Preliminary Plat.
5	Final Plat Submittal to Planning, Zoning and Adjustment Board	Within one year of Preliminary Plat approval, submit 12 copies of Final Plat with Supplemental Information to P&Z Board.	Planning Department sets agenda for P&Z Board to review Final Plat. Board reviews Final Plat, drainage, utility company comments and water rights information. P&Z Board may approve, modify, or deny Final Plat. Recommendation sent to City Council.
6	Final Plat submittal to City Council	Attends meeting of City Council. Submit Final Plat with Supplemental Information to City Council. Pay Fees	City Council reviews recommendation of Board and listens to applicant and staff comments. Council action. Council may approve, modify, or deny Final Plat.
7	Record Final Plat at County Clerk’s Office	Records approved plat in the County Clerk’s office within 100 days of final approval or approval is void.	County Clerk enters new subdivision into records.
8	Public Work Office	Records approved plat in the County Clerk’s office within 100 days of final approval or approval is void. Return a recorded Mylar to the Planning Department.	Planning Department confirms it has been filed at the courthouse and keeps with City Records.
9	Concurrent review of building construction plans in preparation of building permit issuance and construction is possible. If this is not possible, applicant must submit for building permit review and permit issuance prior to commencing construction.		

<b>PROCESS “T”</b> <b>PLANNED UNIT DEVELOPMENT SUBDIVISION</b> The Planned Unit Development (PUD) is intended to provide a mechanism for land development through an overall, unified approach rather than the traditional lot-by-lot approach. This option encourages innovative approaches to land development through flexibility in design and land utilization in order to create an improved living environment, preserve the unique features of the site, and provide services in a more efficient manner. Unlike standard zoning classifications, PUD allows for a variety of types of residential and /or commercial development and encourages appropriate mixes of residential product types. PUD is developed as a single entity under a plan which may provide a variety of land uses, housing types and densities, and design characteristics in addition to those ordinarily allowed by right or condition in the zoning district which it is located. It is intended that each PUD will be a separate development, having differing design characteristics for the uses and improvements, based upon a particular site situation. (Municipal Code: Title 11, Chapter 7)			<b>Contact: Planning Department</b> <b>City of Cody</b> <b>1338 Rumsey Avenue</b> <b>(307)527-7511</b> <a href="http://www.cityofcody-wy.gov">www.cityofcody-wy.gov</a>
STEP		APPLICANT	PROCESSING AGENCY
1	Initial Contact with the Planning Department	Submits graphic sketch plan to Planning Department.	Department reviews requirements and procedures then furnishes written preliminary review comments.
2	Preliminary meetings with City Staff and Planning, Zoning and Adjustment Board	Submits a written scope and objectives of the PUD, attends pre-application meeting(s) with applicable City departments, submits 12 copies of Conceptual Plat to P&Z Board. Purpose of meetings is to explain proposed subdivision and receive input and concerns from the City.	Meeting(s) to be scheduled with Planning Department and P&Z Board to discuss conceptual plat. Board may approve, modify, or deny the Conceptual Plat.
3	Official Filing, City Review of Preliminary Plat then forward to P&Z Board	Submits 12 copies of Preliminary Plat and supplemental information at least 4 weeks prior to desired P&Z Board meeting. Attends P&Z Board meeting which includes a Public Hearing.	P&Z Board may approve, modify, or deny preliminary plat. Recommendation sent to City Council.
4	Preliminary Plat to City Council	Submit Preliminary Plat with pertinent information of adjoining property owners and attends meeting to explain and answer questions.	City Council may approve, conditionally approve or disapprove Preliminary Plat.
5	Final Plat Submittal to P&Z Board	Within one year of Preliminary Plat approval, submit 12 copies of Final Plat with Supplemental Information to P&Z Board.	P&Z Board reviews Final Plat, drainage, utility company comments and water rights information. P&Z Board may approve, modify, or deny Final Plat. Recommendation sent to City Council.
6	Final Plat submittal to City Council	Attends meeting of City Council. Submit Final Plat with Supplemental Information to City Council. Pay Fees.	City Council reviews recommendation of Board and listens to applicant and staff comments. Council action. Council may approve, modify, or deny Final Plat.
7	Record Final Plat at County Clerk’s Office	Records approved plat in the County Clerk’s office within 100 days of final approval or approval is void.	County Clerk enters new subdivision into records.
8	Engineering Division	Return a recorded Mylar to the Planning Department	Planning Department confirms it has been filed at the courthouse and keeps with City records.
9	Concurrent review of building construction plans in preparation of building permit issuance and construction is possible. If this is not possible, applicant must submit for building permit review and permit issuance prior to commencing construction.		

<b>PROCESS “J” MOBILE HOME PARK PERMIT</b>  Procedure for construction, alteration or expansion of a mobile home park. Permit is issued by the Building Department. (Municipal Code: Title 11, Chapter 8)			<b>Contact: Planning Department City of Cody 1338 Rumsey Avenue (307)527-7511 <a href="http://www.cityofcody-wy.gov">www.cityofcody-wy.gov</a></b>
<b>STEP</b>		<b>APPLICANT</b>	<b>PROCESSING AGENCY</b>
1	Initial contact with the Planning Department	Submits following to Building Department: a) letter of request form record owners b) prints of Site Development plan and vicinity map c) pays applicable fee.	Planning Department explains requirements and procedures.
2	Planning Department Reviews Proposed Mobile Home Park Plans	No action required. Be available to confer with City Staff.	Planning Department and other city staff review proposed mobile home park site development plan for code compliance.
3	Planning, Zoning and Adjustment Board Review	Attend meeting of Planning, Zoning and Adjustment Board	Planning, Zoning and Adjustment Board may recommend approval, modify, or disapprove a site development plan for the mobile home park. Recommendation is forwarded to the City Council.
4	City Council Meeting	Attend City Council Hearing to explain and answer questions.	City Council approves or disapproves mobile home park.
5	Provide for Improvements	Provide to Building Department and the Planning Department-plans and specification of water supply, sewage disposal system and any associated support buildings.	Action by City Council
6	Building Permit Application	Submit building permit application and construction drawings for permanent foundation.	Building Department issues Building Permit.



<b>PROCESS “K” SIGN PERMIT</b>			<b>Contact: Planning Department City of Cody 1338 Rumsey Avenue (307)527-7511 <a href="http://www.cityofcody-wy.gov">www.cityofcody-wy.gov</a></b>
A sign permit is required for the construction or modification of any sign. All sign permit applications must be reviewed by the Planning Department and/or Planning Zoning and Adjustment Board prior to building permit issuance. (Municipal Code: Title 10, Chapter 15)			
STEP		APPLICANT	PROCESSING AGENCY
1	Application for Sign Permit	Submit application to Planning Department with site plan and sign design scale drawing showing height and overall size of sign, design and text on sign face, proposed construction materials and method of illumination per municipal code Title 11, Chapter 15. Pay review fees.	Planning Department and Building Department will review and evaluate application for compliance with the International Sign Code, the Zoning Ordinances, including the sign ordinance.
2	Discussion	Attend meeting with Planning Department and Building Department as necessary.	Review of all materials. Determination of review by Planning, Zoning and Adjustment Board if sign is within the Historic Central Business District.
3	Planning, Zoning and Adjustment Board Review	May be required to attend meeting of Planning, Zoning and Adjustment Board to address any concerns.	Planning Department and/or Planning, Zoning and Adjustment Board approves sign design.
4	Building Permit Application	Submit building permit application and construction drawings for code compliance review by Building Department.	Building Department issues building permit if all requirements are met.



## **SPECIAL AREAS**

### **GENERAL**

Cody has a variety of historical and geographically unique parts of the city that are important in defining the character and special quality of life that residents and visitors to Cody enjoy. These areas have been designated for special treatment. Because of this designation, special commissions have been formed to review and make recommendations for any construction or development projects occurring within particular special areas.

The following are brief descriptions of various special districts of Cody. If you are contemplating any construction, development, or alteration of a building within one of the special areas contact the appropriate city department.

#### **1. Downtown Cody Historic District**

The Downtown Cody Historic District has been designated as an area of local historic interest. The 18 block area exhibits a strong, distinctive architectural character. The preservation of Cody's western image is a major element in the Cody economy.

A development within the Downtown Cody Historic District is reviewed by the Planning, Zoning and Adjustment Board. The board reviews plans and applications for building permits as they pertain to the exterior of commercial buildings in the downtown business district and make recommendations and suggestions to the applicants, property owners and occupants.

#### **2. Trees in Public Rights-of-Way**

Healthy, well cared for trees along our streets and on private property are an invaluable community asset. Trees provide cooling shade and natural air conditioning, protection from the elements and they filter pollutants from the air we breathe. They provide shelter for birds and other wildlife and make our community pleasing to the eye. Property maintained trees can also provide economic benefits to property values.

#### **3. Airport Overlay Zone**

The Yellowstone Regional Airport is a valuable public asset to the City of Cody, Park County and the surrounding Big Horn Basin. The Airport's existence benefits every aspect of the Cody economy, including tourism, business and emergency medical care. The Airport Overlay Zone insures the integrity of the Airport and allows for the review of Development that may adversely impact the operation of the Airport.

<b>PROCESS “L”</b> <b>DOWNTOWN CODY HISTORIC DISTRICT</b>  Any change to the exterior of a building, demolition, or new construction located in the Downtown Cody Historic District must be reviewed by the Planning, Zoning and Adjustment board prior to the issuance of a building permit.			<b>Contact: Planning Department</b> <b>City of Cody</b> <b>1338 Rumsey Avenue</b> <b>(307)527-7511</b> <a href="http://www.cityofcody-wy.gov">www.cityofcody-wy.gov</a>
<b>STEP</b>		<b>APPLICANT</b>	<b>PROCESSING AGENCY</b>
1	Preliminary Conference	Applicants are encouraged to have a preliminary conference with the Planning Department to discuss proposed project.	Planning Department, Building Department and Planning, Zoning and Adjustment Board chairman hold informal preliminary conference if desired by applicant.
2	Submission of proposed plan	Applicant submits detailed plans to Planning Department for review by Planning, Zoning and Adjustment Board	Planning Department sets meeting with Planning, Zoning and Adjustment Board
3	Planning, Zoning and Adjustment Board Review	Applicant must attend Planning, Zoning and Adjustment Board meeting to discuss proposed project.	Planning, Zoning and Adjustment Board review proposal and makes recommendations and suggestions to best maintain historic and architectural character of building, signs, and landscaping.
4	Permit Issued	No action required.	Building Permit issued by Building Department, Refer to Process “A”

<b>PROCESS “M”</b> <b>TREES IN PUBLIC RIGHTS-OF-WAY</b>  No planting, removal, cutting, or disturbing of any tree on any street, park, or other public place may occur without first filing an application and procuring a permit from the city.			<b>Contact: Parks &amp; Recreation Director</b> <b>1400 Heart Mountain Street</b> <b>(307)527-2550</b>
<b>STEP</b>		<b>APPLICANT</b>	<b>PROCESSING AGENCY</b>
1	Application for permit	Submit landscape plan or adequate description of work to be completed with trees within the public right-of way.	The Director of Parks and Public Facilities and the Tree Board reviews landscape plans, determines suitability of tree proposals, suggests appropriate changes.
2	Review	Attend any review meeting to discuss proposal.	The Director of Parks and Public Facilities is the first contact person and initiates any required meetings. If tree work is within the Historic Central Business District, a review by the Planning, Zoning and Adjustment Board is required.
3	Permit Issued	No action required	City Parks Director issues tree permit, no fee required.

## SECTION 2 - DEVELOPMENT STANDARDS

### SITE DESIGN AND IMPROVEMENT STANDARDS

#### 1. PARKING

City Code: Title 9, Chapter 4 (<http://www.cityofcody-wy.gov/administration.cfm?id=182>)

City Contact: Planning Department

The following off-street parking is required.

DWELLING/USE TYPE	SPACES REQUIRED
RESIDENTIAL USES	
Single Family	2 spaces per unit
Multi-Family: 1 & 2 bedroom units 3 & 4 bedroom units	2 spaces per unit 2 ½ spaces per unit
NON-RESIDENTIAL USES	
Motels, Hotels, Rooming Houses	1 space per rentable room or unit, plus 1 space per regular employee
Assembly Area (theaters, auditoriums, churches, etc.)	With fixed seats: 1 space per 3 seats without fixed seats: 1 space per 25 s.f. of assembly space
Eating and Bar Facilities	Eating and Bar Area: (a) 1,000 s.f. or less 1 space per 25 s.f. (b) in addition, for the next 8,000 s.f. - 1 space per 45 s.f. (c) areas exceeding 9,000 s.f. - 1 space per 65 s.f.
Commercial, Manufacturing, Industrial	1 space per regular employee <u>and</u> 1 space per average number of customers expected at any one time
Warehouse	1 space per 1,500 s.f. of floor area
Automobile Sales and Storage	1 space per employee <u>and</u> 1 space per average number of customers expected at any one time
Special Use Permit	As required for a similar use mentioned above but not less than 1 space per 500 s.f. floor area
Mixed Use	Sum of total parking required for each use

#### NOTES:

1. When more than 75% of a structure has been changed to different use over a period of less than 5 years or changed to a more restrictive classification, the parking requirements of the new use are in effect.
2. Parking may not be located between the front property line and the required building set back except within the setback area exceeding 15 feet.
3. Required residential parking may not be located within a front yard or on a corner lot on either front yard.
4. Commercial parking is not allowed in any residential zone.
5. Joint use of parking may be authorized by the Planning, Zoning and Adjustment Board per City Cody 9-4.

#### **City Street Standards**

The Street Supervisor has general charge, direction and control of all work with streets, sidewalks, culverts and bridges.

A. Designation: Avenues - All roadways running easterly and westerly  
Streets-All roadways running northerly and southerly

- B. Encroachment Permits: A permit must be issued by the Public Works Director or the Street Supervisor for any construction work (sidewalk, curb, gutter, street, sewer or water installation) within the City right-of-way.
- C. Fees: Encroachment Permit fees are \$30.00. Additional fees are established by the Street Supervisor for pavement restoration.

## 2. WATER SYSTEM

Municipal Code: Title 8, Chapter 2

City Contact: City Water Supervisor

### A. Treated Water System

#### Application Process

1. A Utility Permit is required from the Public Works Director and Building Inspector and payment of any tap fees and/or hook-up fees.
  - Treated Water Connection Permit issued by: City Water Supervisor.
  - Water Tap Permit issued by: City Water Supervisor
  - Raw Water Connection Permit issued by : City Water Supervisor
2. For water service outside of the city limits, application and design and engineering data must be submitted to the Public Works Director for review. Approval for water service outside the city limits is granted by the City Council.
3. Water Tap Hook-up.  
Upon application and payment of all fees, the City Water Supervisor may approve a water main tap. Taps are ¾" or 1" copper or Drisco pipe to the curb or to a point 12' outside the lot line. (Section 8-2-6)

Fees – See page six of this document for this information.

#### Treated Water & Raw Water Use Fees

METER OR LINE SIZE	SMP CHARGE	TREATED IN-CITY PER MONTH (1)	TREATED OUT-OF-CITY PER MONTH (2)	RAW WATER ANNUAL FEE (3,4,5,6, & 7)	PAYABLE IN MONTHLY INSTALLMENTS
¾"	\$9.00	\$12.00	\$12.00	\$126.00	\$10.50
1"	\$18.00	\$24.00	\$24.00	\$189.00	\$15.75
1 ¼"	N/A	N/A	N/A	\$315.00	\$26.25
1 ½"	\$36.00	\$48.00	\$48.00	\$504.00	\$42.00
2"	\$63.00	\$84.00	\$84.00	\$756.00	\$63.00
2 ½"	N/A	N/A	N/A	\$945.00	\$78.75
3"	\$144.00	\$192.00	\$192.00	\$1,134.00	\$94.50
4"	\$252.00	\$336.00	\$336.00	\$1,575.00	\$131.25
6"	\$1,152.00	\$768.00	\$768.00	N/A	N/A

(1 & 2)SMP Charge plus Base Charge plus two dollars and forty-five cents (\$2.45) per thousand gallons per month.

(3) Taps above elevation 5,040 ft. installed prior to January 1997 shall be charged at a rate for one tap size smaller than the installed tap size, provided however, no user shall be charged less than the rate for a ¾" tap.

(4) Taps in the Canyon Meadows Subdivision shall be charged at a rate of a ¾" tap.

(5) Individual taps for townhouse residences shall pay an annual irrigation season fee of \$63.00 which may be paid in monthly installments of \$5.25.

(6) Any subdivision located above the elevation of 5040 ft where the developer has installed prior to January 1997 taps greater than 1" will be charged at the rate of a 1" tap.

Water Service Pipe Specifications

1. Must be copper pipe laid a minimum of 5' deep or deep enough to prevent freezing. Lead pipe may be used as approved by the City Water Supervisor.
2. Installation requirements and specifications for water system components may be obtained from the City Water Supervisor.

3. RAW WATER SYSTEM (See Fees Outlined Above)

- A. Description: Generally untreated water conveyed in a pipe separate from treated water. To be utilized for irrigation or industrial uses only.
- B. Permits: A permit must be obtained from the City Water Supervisor prior to any construction or alteration of any raw water piping.
- C. The City is responsible for draining and winterizing all raw water mains.

4. SEWER SYSTEM

Municipal Code: Title 8, Chapter 3

City Contact and Connection permits issued by: Public Works Director or Building Department

APPLICABLE PROCESS:

- A. A Utility Permit application must be submitted to the city and approved by the Building Department:
  - 1. To connect to the public sewer system.
  - 2. For residential property located outside the city limits. An engineering analysis of receiving line capacity must be submitted to the Public Works Director.
  - 3. For non-residential property. An engineering analysis of the expected effluent must be submitted to the Public Works Director.
- B. All costs for connecting to city sewer shall be paid by the applicant.

FEES: See fees listed on page seven of this document.



## 5. ZONING - LAND USE STANDARDS

Municipal Code: Title 10 (<http://www.cityofcody-wy.gov/administration.cfm?id=182>)

City Contact: Planning Department, Planning, Zoning and Adjustment Board

Definitions- Refer to City of Cody Title 10, Chapter 1.

Authorization – Wyoming Revised Statutes, 1957, Sections 15.1-83 to 15.1-91.

Administration- The Planning, Zoning and Adjustment Board adopts rules, regularly holds public meetings and makes recommendations to the city council on all zoning, subdivision and land use issues.

Zoning Districts – Zoning has been established to regulated and restrict:

- The location of all types of land uses
- The location of buildings occupied for specified purposes
- The limit the height and bulk of buildings
- The area of yards and other spaces
- The density of population

Districts have been designated, and illustrated on the “Zoning District Map” of the City, available in the Public Works office at City Hall. The zoning map is also available on the City of Cody website: <http://www.cityofcody-wy.gov/downloads/4/118.pdf>.

## CODY ZONING DISTRICTS

DISTRICT	GENERALIZED ALLOWABLE USES
“AA” Residential	Single Family Residential, Municipal Recreation, Home Business, Day Care
“A” Residential	Includes “AA” used, duplexes, townhouses, condominiums, PUD’s, home businesses, hospitals, churches, libraries, museums
“B” Residential	Includes “A” uses, apartment, townhouse, Condominiums, and mortuaries
“C” Residential	Includes “B” uses, smaller lot size with multi-dwellings
“D-1” Limited Business	Includes “C” uses, retail shops and general offices with maximum gross area of 10,000 square feet, compatible to residential, limited business hours 6:00 a.m. to 10:00 p.m.
“D-2” General Business	Includes “D-1” uses, car washes, car lots, motels, hotel, restaurants, bars, Laundromats, nurseries, stadiums, rodeo grounds
“D-3” Open Business/Light Industrial	Includes “D-2” uses, smaller manufacturing, meat processing, animal boarding/kennels, heavy equipment sales
“D-4” High Tech/Data Processing/Light Manufacturing	Manufacturing, assembling, or processing electronic or computer components, doctors, engineers, and other professional offices, manufacturing uses compatible with residential
“E” Industrial	Includes “D-3” uses, airport, feed manufacturing, pressure treating wood products, heavy industrial uses, no residential use
“F-1” Mobile Home	Only licensed mobile home parks
“F-2” Mobile Home	Includes “AA” and “A” zoning, mobile homes on permanent foundations, manufactured housing on individual lots
“T” Transitional	Includes “A” zoning, ranches, and farms
“RR” Rural Residential	Includes “AA” zoning, low density residential
Airport Overlay Zone	Within the airport overlay zone a conditional use permit may be granted by the City Council for specific land uses as designated in affected zoning districts
<p>For complete descriptions of permitted uses within each zoning district refer to the City of Cody Code Title 10 Zoning Regulations.</p> <p><b>Zoning Regulations are easily accessible at our website:</b></p> <p><a href="http://www.cityofcody-wy.gov/administration.cfm?id=182">http://www.cityofcody-wy.gov/administration.cfm?id=182</a></p>	

The following table contains the general requirements for residential districts:

**RESIDENTIAL ZONING CLASSIFICATION DISTRICTS**

ZONING REQUIREMENTS	AA	A	B	C	F-1(b)	F-2(d)	RR (e)	T
Minimum lot area per dwelling in square feet: (a)								
One Unit	7,000	7,000	6,000	6,000		6000		
Two Units			7,000	7,000		7000	10 acres	10 acres
Three Units			9,250	9,000			(f)	10 acres
Four Units			11,500	11,000				
Five Units			13,750	13,000				
Six Units			16,000	15,000				
Seven Units			18,250	17,000				
Eight Units			20,500	19,000				
Nine Units			22,750	21,000				
Ten Units			<u>25,000</u>	<u>23,000</u>				
			2,250	2,000				
			ea. add'l unit	ea. add'l unit				
Minimum yard requirements:								
Front	25	25	15	15	15	20	35	25
Side	5	5	5	5	10	10 mobile home 5 others	15	5
Side adjacent to street	15	15	15	15	15	15	35	15
Rear	15	15	15	15	15	15	15	15
Lot width	N/A	N/A	N/A	N/A	N/A	50	120	N/A
Detached accessory building set back in rear of the lot:								
Private Garage-rear	5	5	5	5	5	5	15	5
Other-rear	5	5	5	5	5	5	15	5
Side, interior lot	5	5	5	5	5	5	15	5
Corner, side street	15	15	15	15	15	15	35	15
Maximum height for all dwellings	28	28	35	35	20	20 mobile 35 other	28	28
Maximum lot coverage in percent	50	50	50	50	50	50	25	N/A
Allowed uses with conditional use permit required in airport overlay zone	No	Yes	Yes	Yes	No	No	Yes	No

- (a) A unit may be allowed on an existing platted lot of less than 7,000 square feet if approved by the Planning, Zoning and Adjustment Board.
- (b) Licensed mobile home parks only.
- (c) Non-dwelling structures shall not exceed 35' in height.
- (d) Manufactured dwelling units and mobile homes on permanent foundations on independent lots, and 1 and 2 family standard residential dwellings allowed.
- (e) Inside and within 400 yards of city limits and outside and within one mile of city limits.
- (f) Lot area per family:
  - \*50% of the one-family dwelling lots shall have a minimum of 21,780 s.f.
  - \*50% of the one-family dwelling lots may be less than 21,780 s.f., but not less than 17,426 s.f.; provided that municipal sewer and community water are available.
  - \*The average size of all lots shall be at least 21,780 s.f.
  - \*Any lot utilizing on-site water and septic shall be a minimum of one acre.

The following table contains the general land development requirements for commercial and industrial districts:

ZONING REQUIREMENTS	D-1	D-2	D-3	D-4	E
Minimum lot area per dwelling in square feet: (a)	6,000	6,000	6,000	No Residential Uses	No Residential Uses
One Unit	7,000	7,000	7,000		
Two Units	9,000	9,000	9,000		
Three Units	11,000	11,000	11,000		
Four Units	13,000	13,000	13,000		
Five Units	15,000	15,000	15,000		
Six Units	17,000	17,000	17,000		
Seven Units	19,000	19,000	19,000		
Eight Units	21,000	21,000	21,000		
Nine Units	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>		
Ten Units	2,000 ea. add'l unit	2,000 ea. add'l unit	2,000 ea. add'l unit		
Maximum building area	5,000 s.f. one story 10,000 s.f. max			(h)	N/A
Minimum yard requirements: Front (b), (c) Side	15 determined by building code	15 determined by building code	(b)	(b)	(b)
Maximum height for all Buildings	N/A	N/A	N/A	(b)	(b)
Maximum lot coverage in percent (b)	50	50	(b)	(b)	(b)
Conditional use permit required for some uses within airport overlay zone	No	Yes	Yes	No	No

(a) Lot area per family:

- \* Fifty percent of the one-family dwelling lots shall have a minimum of 27,780 s.f.
- \* Fifty percent of the one-family dwelling lots may be less than 27,780 s.f., but not less than 17,426 s.f.; provided that municipal sewer and community water are available.
- \* The average size of all lots shall be at least 21,780 s.f.
- \* Any lot utilizing on-site water and septic shall be a minimum of one acre.

(b) Determined by review committee for each proposal.

(c) Must be compatible with any adjacent residential use and approved by review committee.

The following table contains the general land development requirements for commercial and industrial districts:

ZONING REQUIREMENTS	D-1	D-2	D-3	D-4	E
Minimum lot area per dwelling in square feet: (a)	6,000	6,000	6,000	No Residential Uses	No Residential Uses
One Unit	7,000	7,000	7,000		
Two Units	9,000	9,000	9,000		
Three Units	11,000	11,000	11,000		
Four Units	13,000	13,000	13,000		
Five Units	15,000	15,000	15,000		
Six Units	17,000	17,000	17,000		
Seven Units	19,000	19,000	19,000		
Eight Units	21,000	21,000	21,000		
Nine Units	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>		
Ten Units	2,000 ea. add. unit	2,000 ea. add. unit	2,000 ea. add. unit		
Maximum building area	5,000 s.f. one story 10,000 s.f. max			(h)	N/A
Minimum yard requirements: Front (b), (c) Side	15 determined by building code	15 determined by building code	(b)	(b)	(b)
Maximum height for all Buildings	N/A	N/A	N/A	(b)	(b)
Maximum lot coverage in percent (b)	50	50	(b)	(b)	(b)
Conditional use permit required for some uses within airport overlay zone	No	Yes	Yes	No	No

(a) Lot area per family:

- \* Fifty percent of the one-family dwelling lots shall have a minimum of 27,780 s.f.
- \* Fifty percent of the one-family dwelling lots may be less than 27,780 s.f., but not less than 17,426 s.f.; provided that municipal sewer and community water are available.
- \* The average size of all lots shall be at least 21,780 s.f.
- \* Any lot utilizing on-site water and septic shall be a minimum of one acre.

(b) Determined by review committee for each proposal.

(c) Must be compatible with any adjacent residential use and approved by review committee.

The following table contains allowed uses within each commercial or industrial zoning district.

<b>A-Allowed in District</b>					
<b>CU-Allowed, conditional Use Permit Required within Airport Overlay Zone</b>	<b>D-1</b>	<b>D-2</b>	<b>D-3</b>	<b>D-4</b>	<b>E</b>
Accessory Uses	A	A	A	A	A
Airports					A
Animal Boarding			A		A
Antique Shop	A	A	A		A
Appliance Sales & Service (Radio, Television, Video)	A	A	A		A
Art Dealers, Galleries, Supplies	A	A	A		A
Assembly Halls and Stadium		CU	CU		CU
Automobile Sales (New and Used), Leasing, Service, Repairs, Body Shop, Paint, Upholstery		A	A		A
Automobile Parts Sales		A	A		A
Automobile Service Station		A	A		A
Bakery, Wholesale		A	A		A
Bakery, Retail	A	A	A		A
Banks, Financial institutions		A	A		A
Barber, Beauty Shops	A	A	A		A
Bicycle Sales, Repair	A	A	A		A
Boat Building, Repair			A		A
Boat Sales (New and Used)		A	A		A
Book Binding		A	A		A
Book and Stationary Store	A	A	A		A
Bottling Plant		A	A		A
Bowling Alleys		CU	CU		CU
Broadcasting Studio (No tower)		A	A		A
Building Materials Sales, Lumber, Plumbing, Heating, Roofing Supply and Workshops		A	A		A
Cabinet Shops			A		A
Campgrounds		A	A		A
Canvas Sales and Fabrication		A	A		A
Car Washing		A	A		A
Child Care Center	A	A	A		A
Churches, Places of Worship including accessory uses	CU	CU	CU		CU
Clothing, Shoe, and Apparel Sales and Repair	A	A	A		A
Cold Storage			CU		CU
Construction Contractors Offices Open storage of materials and equipment		A	A A		A A
Convalescent, Nursing, Retirement Homes	CU	CU	CU		CU
Cosmetic Manufacturing			A		A
Dairy Products Manufacturing			A		A
Dance Studios	A	A	A		A
Department And Variety Stores	A	A	A		A
Drug Stores, Pharmacy	A	A	A		A
Dwellings Single-Family Multi-Family Mobile Home Manufactured Housing Planned Unit Development	A A	A A	A A		

A-Allowed in District					
CU-Allowed, conditional Use Permit Required within Airport Overlay Zone	D-1	D-2	D-3	D-4	E
Eating and Drinking Establishments					
Restaurants (serving alcoholic beverages) and Bars		CU	CU		CU
Restaurants (without sale of alcoholic beverages)		CU	CU		CU
Drive-in Food		A	A		A
Entertainment					
Theaters		CU	CU		CU
Drive-in Theaters			CU		CU
Video Arcades		CU	CU		CU
Pool Halls		CU	CU		CU
Amusement Parks		CU	CU		CU
Rodeo Arenas		CU	CU		CU
Roller Skating Rinks		CU	CU		CU
Equipment (small) Leasing and Storage		A	A		A
Equipment (heavy) Sales and Storage			A		A
Fee Sales (Livestock)			A		A
Feed Processing and Manufacturing					A
Florist, Retail Sales	A	A	A		A
Floor Covering Sales and Installation	A	A	A		A
Food Stores (Retail)	A	A	A		A
Foundries for Art		A	A		A
Frozen Food Lockers	A	A	A		A
Fuel Storage (stable and liquefied) PROHIBITED IN AIRPORT OVERLAY					CU
Furniture and Home Furnishings Sales	A	A	A		A
Fur-Sales, Storage, Repair		A	A		A
Glass Shops	A	A	A		A
Golf Course Shops	A	A	A		A
Hardware, Appliance, Electrical Supplies (Retail Sales)	A	A	A		A
Health Studios, Spas, Clubs	A	A	A		A
Hobby, Craft	A	A	A		A
Hospitals (Human Patients)	CU	CU	CU		CU
Hospitals (Animals)			A		A
Hotels, Motels, Resorts		CU	CU		CU
Jewelry Sales and Repairs	A	A	A		A
Laboratories for Research and Testing	A	A	A	A	A
Laundries, Dry-cleaning		A	A		A
Laundries, Coin-operated		A	A		A
Manufacturing & Assembly					
<u>Light Manufacturing:</u> Includes electronic components, instruments, jewelry, games, toys, pharmaceuticals.			CU		CU
<u>Heavy Manufacturing:</u> Computer and electronic devices. No excessive odor or noise.				A	A
Meat Processing, Packing, Slaughter		A	CU		CU
Mobile Home or Manufactured Housing Sales		A	A		A
Museums		CU	CU		CU
Nurseries, Green Houses		A	A		A
Offices, Professional					
Architect, Engineer, Surveyor, Legal, Physician, Surgeon, Dentist, Optician, Osteopath, Chiropractor, Counseling, Other Similar Uses	A	A	A		A
Offices, Services: Real Estate, Travel, Insurance, Employment	A	A	A		A
Office Equipment Supplies and Service	A	A	A		A

<b>A-Allowed in District</b>					
<b>CU-Allowed, conditional Use Permit Required within Airport Overlay Zone</b>	<b>D-1</b>	<b>D-2</b>	<b>D-3</b>	<b>D-4</b>	<b>E</b>
Paint and Wallpaper, Retail Sales	A	A	A		A
Pet Shops		A	A		A
Photographic Studios, Camera Sales, Repairs, Supply	A	A	A		A
Post Office		A	A		A
Pottery Manufacture		A	A		A
Printing, Publishing, Reproduction		A	A		A
Public Utilities	A	A	A		A
Schools, Private, Pre-School	CU	CU	CU		CU
Sign Manufacturing and Maintenance		A	A		A
Signs - Billboards, On Premise, Off Premise	A	A	A	A	A
Sporting Goods Sales and Repair	A	A	A		A
Storage, Compartmentalized for Rent					
Storage Buildings	A	A	A		A
Swimming Pool Sales and Service		A	A		A
Tack Supply	A	A	A		A
Taxi Stands	A	A	A		A
Taxidermist Shop			A		A
Towers (Broadcasting)					A
Toy Store	A	A	A		A
Variety and Gift Stores	A	A	A		A
Warehouse		A	A		A
Welding		A	A		
Woodworking Shop, Millwork, Pressure treating of Wood Products					A



## **SECTION 3 - DEVELOPMENT GUIDELINES**

### **INTRODUCTION**

In an effort to implement the goals of the Cody Master Plan and to strive for high quality development, these Development Guidelines have been prepared.

The following guidelines enable the developer or applicant to be aware of the expectations of the City of Cody and the Cody Community.

The guidelines also present an opportunity for the City of Cody to avail you of the issues, desires and criteria by which development projects or land utilization decisions can be consistently reviewed and evaluated.

### **SITE DESIGN AND IMPROVEMENT GUIDELINES**

#### **A. General**

1. Minimize the disruption of existing natural features such as trees and other vegetation, natural ground forms, rock formations, and views. Integrate natural features into the proposed development as site amenities whenever possible.
2. It is desirable to strive for compatibility in design and scale with the developed or developing character of the surrounding area.
3. For commercial projects, development design should incorporate canopies, awnings, planters, flower boxes, signs, and lights on the lower floors of buildings as appropriate for the type of development.
4. Large single or unbroken buildings masses should be avoided.
5. For multi-story buildings, offset exterior walls as appropriate. Use brick, wood siding, shingles, stone or other materials with color and texture compatible to Cody to add interest and break up large expanses of flat surfaces.
6. Structures such as public utilities, storage facilities (water tanks, mini storage), shall be designed and landscaped in color and material to be visually unobtrusive relative to the surroundings.
7. Where appropriate, protect desirable views by considering building placement, site planning, and landscaping.
8. Within reason, proposed structures shall not disrupt views from existing structures.
9. In a phased project, provide overall traffic, drainage, design, and landscaping concept plans and a proposed completion timetable.
10. Maintain privacy of adjacent residential developments by being sensitive to the placement of windows on or above any second story for all abutting commercial and industrial development.
11. For residential development, ensure that any private park area or common open space is appropriately landscaped for the Cody area and climate. Private park and open space area should be integrated into the overall design of the project whenever possible and be reasonably accessible by all residents.
12. Where appropriate, recreational facilities such as jogging and walking trails, and bicycle paths are encouraged. All routes should be coordinated with the development of the Cody Pathways Systems.

## **B. Grading**

1. Buildings and access drives should be sited to respect the natural contours and features of the site and to minimize grading. Cut and fill should be minimized to avoid destabilization soil, damaging existing vegetation, and altering natural drainage patterns.
2. Disturbed areas shall be restored and revegetated to replicate the natural conditions unless landscaped.

## **C. Buffering**

1. Screen exterior trash and storage areas, service yards, loading docks and ramps, gas and electrical utility boxes, and communication antennas, etc., from view of all nearby streets and adjacent structures in a manner that is compatible with the building and site design.
2. Minimize the visual impact and presence of vehicles by the use of landscaping, berms or grading techniques to minimize visual impact. Consider siting the parking area to the interior, rear or side of the property rather than along street frontages.
3. All residential developments that back onto busy roadways should be buffered with additional landscaping, berms, fencing, or a combination thereof, as required to provide sufficient screening for the project.
4. Walls and fences should be designed to complement the overall development and be constructed with quality materials such as wood, masonry or decorative block. Along roadways where walls and fences occur, landscaped buffers and sidewalks built away from the street are encouraged. No wall may be constructed higher than 6' without approval of the Planning & Zoning board.
5. In commercial development, landscaping should be provided along full street frontage.

## **D. Pedestrian Emphasis**

1. Building should be located so as to minimize conflicts between pedestrians and vehicular traffic.
2. The height, location, form and style of building should provide a pedestrian friendly environment.
3. In commercial centers, retail uses should be the predominant ground floor activity. Entrances to individual buildings should be readily identifiable to the visitor and designed as a focal point. Where appropriate, flower boxes and raised planters with seating or other amenities should be integrated into the storefront façade to draw attention to individual establishments, while recognizing safety for pedestrians.
4. To enhance a pedestrian oriented street trees, benches, trash receptacles and other design features should be provided where appropriate.
5. Provide pedestrian walkways using materials compatible with the overall project. Pedestrian walkways should be delineated for safety and protected from mechanical exhaust and vehicular circulation.
6. Provide protection from rain and snow through design of the exterior building spaces, street furniture and enclosures.
7. Provide areas for snow removal and storage.
8. Entrances, porches, balconies, decks and seating should be located so as to use natural light to promote pedestrian use, security and safety. Lighting should be installed for nighttime pedestrian safety.

## **E. Circulation/Parking**

1. Create traffic patterns which minimize impacts on surrounding streets and property and accommodate emergency vehicles.
2. Create circulation systems that avoid conflicts between vehicular, bicycle, and pedestrian traffic. Provide linkage to the Cody Pathway System.
3. Insure that the proposed project accommodates individuals with physical disabilities with the provision of handicapped parking stalls, ramps, and seating. Ensure that the overall design promotes safety and accessibility for disabled individuals.
4. To reduce visual impact of parking lots, pavement area should be blended with landscaping and/or buildings. Landscaping should be used to provide shade and to screen parking areas from buildings and from adjacent uses.
5. Parking areas which accommodate a very large number of cars should be divided into an interconnected series of smaller, dispersed parking areas, or parking courts in an effort to reduce the visual impact.
6. A combination of features such as earth berms, low decorative walls and landscaping can be used to soften and minimize the view of parking areas.
7. To minimize the visual impact of loading areas, they should be located to the rear where they are out of view and where there is less traffic. Loading areas shall be appropriately screened.

## **BUILDING DESIGN GUIDELINES**

### **A. General**

1. Achieve a distinctive commercial building design that supports Cody's quality, unique natural and historic community character.
  2. Create a design compatible with the developing character of the neighboring area. Design compatibility includes harmonious building mass, form, size, color, and materials.
3. Coordinate exterior building design on all elevations with regard to color, materials, architectural form, and detailing to achieve design continuity.
4. Long, unbroken building facades and simple box forms should be avoided. Ensure that all building exteriors are articulated, giving emphasis to architectural elements such as roofs, windows, balconies, entries, awnings, columns, change in material, color and texture, etc., that create a complementary pattern, dividing large buildings into smaller, identifiable components. All exterior walls of the building, including rear and side walls, should be articulated to help reduce the bulk and mass of the project.
5. Ensure that the type and number of materials on the exterior face of the building are coordinated and appropriate in color.
6. Where appropriate, landscaping should be provided along the walls of buildings to soften their appearance and break up bulk and mass.
7. Building heights, shapes and pitches should be varied to avoid a monotonous appearance.
8. Stock building designs as submitted by national or regional franchise businesses should be modified to present a facility suitable to the specific area and compatible with the special character of Cody.

### **B. Building and Site Plan Relationship**

1. Site buildings so as to maximize functional use of the space between buildings.
2. Site buildings so as to consider shadows, changing climatic conditions, noise impacts, safety, and privacy on adjacent outdoor spaces.

### **C. Roof Design**

1. Screen all rooftop mechanical and electrical equipment, antennas, and all other rooftop apparatus from all key observation points by incorporating them into the building design by the use of parapets or other design methods.
2. To break up large continuous roof planes, roof forms should include features such as gables, clerestories, dormers, and mansard roofs.

### **D. Building Design within the Downtown Cody Historic District**

1. The dominant historic “Western” architectural theme that exists throughout the Downtown Cody Historic District should be protected from the development of inconsistent architectural themes.
2. “Western” building design character, including color, materials, roof style and detailing, should be kept within the context of existing historic structures.
3. All aspects of development including the building, site landscape, lighting, signage and parking should be viewed as one unit that should be fully compatible with the historic character of the downtown area.
4. Any national or regional franchise buildings to be located within the Downtown Cody Historic District should be customized to meet the area’s architectural and signage characteristics.

## **LANDSCAPING GUIDELINES**

### **A. General**

1. Provide landscaping and seasonal color.
  - Trees, shrubs and ground cover visually soften building forms and paved areas. They provide for needed ground water absorption.
  - Landscaping gives residents and visitors a positive, memorable image of Cody.
2. Size all landscaping so that a mature appearance will be attained within a reasonable length of time.
3. For commercial and industrial projects, tree and shrub plantings should be grouped together to strongly define site and building entrances.
4. For areas designated as an entryway corridors:
  - All landscaping shall achieve a mature appearance within 5 years.
  - Street trees shall be planted to achieve a “tree lined street look”.
  - When planting within the City right-of-way, planting permit applications must first be completed for compliance review by the Parks Department.
5. Underground irrigation should be used whenever possible.
6. Where appropriate, deciduous trees should be installed on the south and west sides of buildings to provide shade in summer while allowing sunlight in the winter.
7. Insure that landscaping permits adequate sight distance for motorists and pedestrians entering and exiting the site and does not interfere with circulation effectiveness.
8. Provide landscaping adjacent to and within parking areas in order to screen vehicles from view and minimize the expansive appearance of parking areas. This landscaping should include a variety of deciduous and evergreen trees and shrubs in parking lots to create maximum summer shade and screening.
9. Retain and integrate historic or large trees, where possible, that help define the local community character.

10. Where possible, provide dense landscaping to screen unattractive views and features such as storage areas, trash enclosures, transformers, generators, fuel tanks, and other elements which do not contribute to the enhancement of the surroundings.

## **B. Climatic Relationships**

1. Provide landscaping which will grow well in Cody taking into account climate considerations of the specific site and the Cody area.
2. Trees should be placed so as to conserve energy usage within structures, such as placing evergreen buffers along northern exposures and shade trees on southern exposures.

## **LIGHTING GUIDELINES**

### **A. General**

1. Ensure proper and adequate lighting for all parking, open space, and recreational areas for identification, security and safety.
2. The design of lighting fixtures and their structural support should be of a scale and design that is compatible with on-site buildings.
3. Glare into surrounding residential properties should be minimized to the greatest extent possible. Buildings, parking, shipping and receiving areas should be illuminated in such a way as to minimize the visual impact and amount of spillover light onto surrounding residences. Landscaping and/or screen walls should be used where necessary to lessen the spillover effect from illumination and to screen intrusive glare caused by light standards or vehicular headlights.

## **SIGNAGE GUIDELINES**

### **A. General**

A sign code was adopted in December 2008 as municipal code Title 10, Chapter 15. This code contains regulations for four (4) signing districts which are based on zoning designations.

District I: Downtown Cody Historic District – all the area on Sheridan Avenue between 9<sup>th</sup> Street and 16<sup>th</sup> Street, and extending north and south from Sheridan Avenue to the alley between Sheridan Avenue and Beck Avenue and Sheridan Avenue and Rumsey Avenue.

District II: D-2 Zone District – any parcels located within the incorporated City limits zoned D-2 General Business, except for the Downtown Cody Historic District.

District III: D-3, D-4 and E Zone Districts – any parcels located within the incorporated City limits zoned D-3 Open Business/Light Industrial, D-4 High Tech/Data Processing/Light Manufacturing or E Industrial, except for the Downtown Cody Historic District.

District IV: AA, A, B, C, D-1, F-1, F-2, T and RR Zones – any parcels located within the incorporated City limits zoned AA, A, B, C, D-1, F-1, F-2, T and RR, except for the Downtown Cody Historic District.

Each district has specific requirements for sign size and location as well as lighting. Permits are required for all new signs. This process includes the following steps:

1. Complete a Commercial Site Development Application for Landscape, Architectural and Sign Plans.
2. Submit a complete application with \$25.00 review fee to Planning Department who will review the application for compliance with the sign code and approve if compliant. Sign applications are generally reviewed by staff and will not be forwarded to the Planning, Zoning and Adjustment Board.
3. Complete a Building Permit application and submit with plans **prior** to installing signage.
4. Building Department will review application and approve permit issuance upon satisfactory review. Building Permit fees for sign installations are based upon the value of the sign and work to be completed.

## **LAND USE GUIDELINES**

### **A. General**

1. The overriding consideration in determining the suitability of a proposed development and any associated zoning, variances or subdivision approval that may be sought should be the compatibility of the proposed development with adjacent land use and the overall impacts on both the site and the Cody community.
2. New land uses or development should not produce noise, odor or other environmental impacts that would be detrimental to or affect existing land use.
3. Traffic impacts produced by a new land use should be addressed and mitigated by a well designed site development plan and any off-site improvements identified by the City of Cody.
4. Cost of correcting an existing traffic or street problem that is made more severe and unacceptable by a new development should be proportionally shared by the new development, appropriate land owners and the City of Cody.
5. Commercial development within predominantly residential areas:
  - Required to be architecturally compatible with local residential neighborhoods.
  - The design of the commercial use must be considered in its total area context.
  - Substantial landscaping must be provided to adequately screen a non-residential use from adjacent housing.
  - Signage and lighting must be appropriate to the location and not adversely impact the quality and character of the neighborhood.
  - Mixed use residential/commercial development such as in a two-level “town square” complex where housing is situated above commercial businesses is desirable.
  - Neighborhood commercial areas should be developed as architecturally compatible small commercial centers with off-street parking in the rear or screened by trees and landscaped berms.
6. Ensure compliance to recommendations of the Planning, Zoning and Adjustment Board.

## **PARK GUIDELINES**

### **A. General**

1. Land proposed to be dedicated to the City of Cody for parks, pathways, or other forms of public open space must be genuinely beneficial for public use.

2. Land considered for parks must either be conventional park land as described in number 4 below or land suitable as a linkage of the pathway system. All park or open space land should be considered by how it connects with the Cody Pathways system wherever possible.
3. A Pathway linkage must be located as per the Cody Pathway Plan and must be suitably sized to achieve the objectives of the Pathway system.
4. Location of park land should be determined by the nature and type of park facility desired.
  - a. Neighborhood Parks-small parks situated on local residential streets, suited as play or recreation space within an individual subdivision or neighborhoods. Neighborhood parks include small playgrounds and sitting area, picnic areas and shade trees.
5. An alternate to a neighborhood park can be the “town square”, park area bordered by local neighborhood streets with residential (single family or multi-family) development around all four sides of the “square”. A neighborhood commercial land use may also be appropriate in this location.
  - a. Community Parks-mid-sized parks that provide both passive and active recreation. Included facilities are play areas, larger picnic areas, sitting areas, restrooms, sports fields, tennis courts and limited special recreational location of the park. Access to a community park should be by collector streets or the pathway system.
  - b. Regional Parks-large parks that serve the entire Cody area and beyond. These parks should be located on both arterial streets and the Pathway system and offer in addition to playground and picnic facilities, special attractions or recreational themes. These are the largest and most intensely developed parks and offer the potential of serving as a buffer between neighborhoods and commercial areas. Good vehicular and Pathway access must be provided as well as adequate parking and handicapped access. Beck Lake Park and Recreational Area is currently the only regional park in Cody. Due to the size and nature of regional parks, the Cody community will not require many to be developed. The decision as to where a regional park should be located must be thoroughly analyzed and carefully considered as to community and county recreational needs, land use and development trends, the relationship to residential and commercial land use and the Pathway system.

## **SUBDIVISION AND STREET GUIDELINES**

### **A. General**

1. Comply with the provisions and general intent of Title 11 of the Cody Municipal Code, the Cody Master Street Plan and the Cody Master Plan, 1997.
2. Unless determined by the City of Cody to be undesirable or impractical, alleys shall be constructed in any residential or commercial development.
3. Design of streets should respect existing topography and physical features to minimize site disruption and to ensure good drainage.
4. Integrate the Cody Pathway system into subdivision design whenever possible to implement the pathway Master Plan.
5. Incorporate street trees into individual residential lot development and all commercial development within entryway corridors.
6. The use of meandering curvilinear streets is preferable to cul-de-sacs in subdivision design.
7. Conformance to the intent of the Cody Master Street Plan is required to insure the orderly continuation of Cody’s arterial and collector street system.
8. Creativity through the use of the Planned Unit Development (PUD) in subdivision and housing design is encouraged.

9. Any subdivisions that will be developed in phases shall be required to submit for approval a development master plan illustrating overall land use, housing type, proposed phasing, time frame, density and lot size, street layout and proposed park or open space.
10. Mixed Use development objectives provide the opportunity for a creative and innovative approach to land development. With the provision of ample open space, landscaping, buffering, off-street parking, circulation and access, a mixed use subdivision can include a mix of:
  - a. Single-family and multi-family residential.
  - b. Different but compatible densities of multi-family housing.
  - c. Residential and neighborhood commercial development.
  - d. Different but compatible types of commercial development.
  - e. Other compatible development as proposed.
11. Mixed use development should provide landscape areas for buffering, between differing land uses.
12. Consideration of the full impact of the new development on the local area and the overall Cody community should be carefully evaluated.
13. All impact (traffic, capacity, hazards, etc.) on the city and outlying street system should be determined and assessed. Cost to remedy impacts caused by the proposed development should be fully or proportionately paid by the developer.
14. Environmental constraints to development on the proposed site must be respected. Land that has unsuitable drainage, unstable soils or is in an area subject to flooding should not be subdivided.
15. Residential lots should not front or have any access onto an arterial street. Dedicated and landscaped “no- access” strips should be included. Lots should front and have access only to local streets.
16. In the development of residential subdivisions outside the City of Cody and within the one mile Urban Development Area, insure that the following is achieved:
  - (a) Design for the maximum allowed housing density that is reasonable for the site.
  - (b) Required connection to public water and sewer or Northwest Rural Water District water if those services are available. The feasibility of this connection shall be determined by the City of Cody.
  - (c) Pre-design all residential development to accommodate future lot splits to allow a greater housing density in the future.
  - (d) Design all subdivisions to comply with the Cody Master Plan to anticipate future extensions of collector and arterial streets.
  - (e) Streets to be developed in subdivisions within one mile of Cody should be constructed to municipal standards. The requirement for sidewalks and gutters may be waived by the Public Works Director.
  - (f) A waiver of protest for future annexation and extension of future public utilities and site improvements such as curb, gutter and sidewalk, must be agreed to by the applicant as a condition of subdivision approval within the Urban Development Area.
  - (g) All roads leading to a new subdivision from the City of Cody must be paved to City Standards.
17. Annexation to the City of Cody is required for land to be subdivided that is adjacent and contiguous to the city limits.



**BOUNDARY ADJUSTMENTS  
(MUNICIPAL CODE TITLE 11, SUBDIVISIONS)**

**Chapter 1 GENERAL PROVISIONS:**

**11-1-3: DEFINITIONS:**

**BOUNDARY ADJUSTMENT:** Modification of the size or alignment of adjacent parcels through relocation of their common boundary where an additional parcel is not created, and where the existing parcel which is being reduced in size is not reduced below the minimum lot size established by the zone which applies to the property, nor is any zone violation caused by moving the boundary.

**11-6-1: APPLICATION REQUIREMENTS:**

Boundary adjustments, as defined in section [11-1-3](#) of this title, shall comply with the following:

- A. Preapplication Conference: Prior to filing a boundary adjustment application, the applicant shall confer with the city engineer or his designee and submit a sketch of sufficient detail to make a preliminary decision.
- B. Form Of Application; Fees: Application shall be made on a form provided by the city and shall include name and address of the applicant, the existing legal description of the properties involved, and the reason for the boundary adjustment. The application shall be accompanied by the payment of all appropriate fees as set by the city council. (Ord. 98-1)

**11-6-2: BOUNDARY ADJUSTMENT REQUIREMENTS:**

- A. Property Survey: Boundary adjustments require a property survey prepared by a licensed land surveyor that shows easements, buildings, utilities, encroachments, curb cuts and pertinent right of way improvements, and shall contain a title of "Boundary Adjustment Survey", a certificate for approval by the city engineer, a certificate of surveyor, a certificate of owner, and a clerk and recorder acceptance. A copy of such survey or plat shall be submitted with the application.
- B. Boundaries Identified: The boundary adjustment survey shall identify the exterior boundaries of all properties involved in the adjustment and shall identify the receiving parcel as a single parcel, including the property to be added. Revised legal descriptions of the parcels involved shall accompany the survey.
- C. Binding Covenant: The boundary adjustment survey and conveyance document shall contain a binding covenant that the land being conveyed is for the sole purpose of adjusting the boundary line between parcels and is not to be sold or transferred as a separate parcel by the grantee, heirs and assigns.
- D. Amended Plat: If the boundary adjustment is to adjust boundary lines between lots within a recorded plat and the owners wish to retain the lot and block legal description of the recorded plat, an amended plat of the recorded plat shall be submitted by a licensed land surveyor along with a plat certificate. The amended plat shall contain an acknowledgment certificate signed by all owners having title

interest. The acknowledgment shall include that the "purpose of the amended plat is for adjusting boundary lines between the lots as shown". The amended plat shall contain a certificate for approval by the city engineer, a certificate of surveyor, a certificate of owner, and a clerk and recorder acceptance. (Ord. 98-1)

**11-6-3: BOUNDARY ADJUSTMENT APPROVAL/RECORDING:**

- A. Approval; Appeal Upon Denial: When the requirements of this title are met and meets the approval of the city engineer, the city engineer shall certify approval for the boundary adjustment. If the city engineer denies the application, the applicant may appeal the decision to the planning, zoning and adjustment board.
- B. Monuments Set; Recording: The surveyor shall set the necessary monuments, record the survey with the county clerk and submit a copy to the city engineer.
- C. When Adjustment Valid: A boundary adjustment is not valid until the recording requirements of subsection B of this section have been complied with. (Ord. 98-1)

## SECTION 4 – BUILDING DEPARTMENT GUIDELINES

The building department is responsible for the life safety issues for residential and commercial construction. In order to ascertain the health, safety and welfare of our citizens, the City of Cody has adopted the International Building Codes (currently 2006 edition) which sets forth all manner of requirements for accessibility, fire, plumbing and electrical safety, etc.

The building department reviews all building permit applications including, but not limited to residential renovation, remodel and addition by someone other than the homeowner, new residential construction, commercial renovation, remodel and addition, new commercial construction, multi-family residential renovation, remodel and addition and new construction of multi-family residential. Such plan reviews can be completed in a matter of a few minutes to three weeks for more complex applications.

**Developers and builders should take note that pursuant to Wyoming Statutes 33-4-116 regarding architects, building permit applications are required to be submitted with a registered architect or engineer stamp with the following exceptions:**

### 33-4-117. Exemptions.

*(a) Nothing in this act prohibits any person from preparing plans and specifications, designing, planning or administering the construction contracts for the construction, alteration, remodeling or repair of any of the following:*

*(i) Private residences;*

*(ii) Garages, commercial or industrial buildings, office buildings, pre-engineered metal buildings and buildings for the marketing, storage or processing of farm products and warehouses, which do not exceed two (2) stories in height, exclusive of a one (1) story basement, and which under applicable building code or codes, are not designed for occupancy by more than ten (10) persons;*

*(iii) Farm buildings;*

*(iv) Nonstructural alterations of any nature to any building if the alterations do not affect the safety of the occupants of the building.*

This is further defined in the International Building Code (IBC), 2006 edition, as follows:

International Building Code (IBC) Section 106. Construction Documents. *The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is being constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.*

*The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional. If it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.*

One type of construction that is frequent in Cody is the remodel of buildings constructed in the early 20<sup>th</sup> century. These structures present unique issues which could require extensive repair and/or replacement of electrical wiring, plumbing, footers and foundations, accessibility, etc. For more information on Existing Structures, see Chapter 34 of the IBC.

## **CITY OF CODY-TREE PARTNER APPLICATION**

The main purpose of the tree partner program is to promote the planting of public trees along city streets and on other public property within the city limits of Cody. The city is losing mature trees along our streets to old age and disease and often they are not being replanted. The City Parks and Recreation Department will work together with the homeowner to make the final decision as to the proper placement of the trees as spelled out in the City of Cody Tree Ordinance. Property owners will have a choice of selected trees and may pick out their trees if desired.

The trees will be 10 gallon containerized, 6-8 feet in height, approximately  $\frac{3}{4}$ -1 inch caliper with a cost of about \$100.00. Tree species include: Green Ash, Honey Locust, Norway Maple, Hackberry, Linden, etc.

### **Responsibilities of those involved include the following:**

1. The City will select, plant, mulch, stake acceptable trees and provide advice.
2. The Friends of the PCH, Inc. will provide \$75.00 and help solicit additional funding.
3. The homeowner pays \$25.00, takes care of the tree and notifies City of problems.

Please complete the following

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DESIRED LOCATION OF TREE: \_\_\_\_\_

\*Signatures of responsible parties-

Property owner: \_\_\_\_\_

City Arborist: \_\_\_\_\_

Friends of PCH, Inc. Tree Program: \_\_\_\_\_

Form of payment: (please check one of the following when received)

\_\_\_\_\_ Check (make payable to Friends of PCH, Inc.), Check # \_\_\_\_\_

\_\_\_\_\_ Cash

Send money to Park County Historical Society, 1002 Sheridan Avenue, Cody, Wyoming 82414

This program made possible by the Friends of the Park County History, Inc. Tree Program. Thanks for your participation in this incentive program to make your property and the City of Cody a more beautiful community.

Additional Comments \_\_\_\_\_

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